

Subject: Procurement Package for Requirement Name - brief title

To: Contracting Officer

Through: Location Administrative Officer

From: Program Official

The following documents are forwarded for the acquisition of the subject requirement:
(Samples are attached and are labeled by exhibit numbers)

AD-700 Funding Document

Specification or Statement of Work

Market Survey

Justification for Other Than Full and Open Competition (if applicable)

Source List

The point of contact who will receive and accept the deliverables is _____ and can be reached at: